

**MINUTES**  
**BOARD OF COMMISSIONERS' MEETING**  
**Tuesday, September 15, 2015 6:00 P.M.**  
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A **CAUCUS MEETING** of the Board of Commissioners of the City of Covington, Kentucky, was opened by Mayor Carran, on Tuesday, August 18, 2015, at 6:00 p.m., in Commission Chambers, 20 West Pike Street, Covington, Kentucky.

Mayor Carran presiding with Commissioners Chuck Eilerman, Steve Frank, Jordan Huizenga, Bill Wells, City Manager Larry Klein, and Assistant City Manager/City Solicitor Frank Warnock, present.

**NEW BUSINESS – ORDER/RESOLUTIONS**

**DIXIE HIGHWAY SIDEWALK** – Through improvements made by the Commonwealth, there is now nearly a complete network of sidewalks on Dixie Highway in Kenton County from the Ohio River to the Boone County line. One of the very few remaining areas where this network of sidewalks is not connected is a length of approximately .41 miles from North Arlington Road in Park Hills to Grays Peak Drive in Covington, much of which is on property that is owned by the Commonwealth. The cities of Park Hills and Covington desire to eliminate this small gap in the sidewalk system along Dixie Highway.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-287-15**

AN ORDER/RESOLUTION URGING GOVERNOR STEVE BESHEAR AND THE KENTUCKY TRANSPORTATION CABINET TO FACILITATE THE INSTALLATION OF APPROXIMATELY .41 MILES OF SIDEWALK ALONG DIXIE HIGHWAY IN COVINGTON, KENTUCKY, ALSO ABUTTING PROPERTY OWNED BY THE COMMONWEALTH OF KENTUCKY AND HOUSING THE GATEWAY COMMUNITY AND TECHNICAL SCHOOL.

**MOTION** of Commissioner Eilerman, seconded by Commissioner Wells.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

**EMPLOYMENT** – When Walt Mace and Tom McDaniel became Part-Time Fire/Rental Inspectors, the Division was left with two open Part-Time Code Inspector positions. Forty-five applications were received and Mr. Bear is one of the two best candidates for this position.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-288-15**

AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF AGUSTIN BEAR TO THE POSITION OF PART-TIME CODE ENFORCEMENT INSPECTOR IN THE COMMUNITY SERVICES DIVISION, EFFECTIVE SEPTEMBER 16, 2015.

**MOTION** of Commissioner Eilerman, seconded by Commissioner Frank.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

**EMPLOYMENT** – Mr. Schmale was the other candidate that was well qualified for the position of Part-Time Code Enforcement Inspector.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-289-15**

AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF STAN SCHMALE TO THE POSITION OF PART-TIME CODE ENFORCEMENT

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INSPECTOR IN THE COMMUNITY SERVICES DIVISION, EFFECTIVE SEPTEMBER 28, 2015.

**MOTION** of Commissioner Wells, seconded by Commissioner Huizenga.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

**EMPLOYMENT** – Mr. Smith will be a great addition to the City in this part-time position.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-290-15**

AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF STEPHEN SMITH TO THE POSITION OF PART-TIME FIRE/RENTAL INSPECTOR IN THE FIRE DEPARTMENT, EFFECTIVE SEPTEMBER 21, 2015.

**MOTION** of Commissioner Eilerman, seconded by Commissioner Wells.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

**EMPLOYMENT** – Ms. Herthel has passed all testing and screening and is well qualified for this part-time position.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-291-15**

AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF MELINDA HERTHEL TO THE POSITION OF PART-TIME CLERK IN THE POLICE DEPARTMENT, EFFECTIVE SEPTEMBER 21, 2015.

**MOTION** of Commissioner Wells, seconded by Commissioner Eilerman.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

**TAP APPLICATION** – This project will improve the intersection and will include a parking lot, park and ride facility, and a location for bike racks, as well as provide room for landscaping at the islands and periphery of the lot to provide a gateway into downtown and MainStrasse Village. We have had success in the past in receiving TAP funds and these funds are necessary to fill the gap funding and move the project forward.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-292-15**

AN ORDER/RESOLUTION APPROVING THE SUBMISSION OF A TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPLICATION TO THE KENTUCKY TRANSPORTATION CABINET FOR ROAD IMPROVEMENTS AT THE INTERSECTION OF PIKE STREET AND MAIN STREET.

**MOTION** of Commissioner Eilerman, seconded by Commissioner Huizenga.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

**TAP APPLICATION** – The next phase of the Licking River Greenway is for links to our partner cities across the Licking River. In an effort to keep moving forward, the City is embarking on a joint effort with Wilder and the NKY Water District on the repurposing of the old Water Bridge located near Summit Avenue in Covington and just north of Frederick's Landing in Wilder.

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**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-293-15**

AN ORDER/RESOLUTION APPROVING THE SUBMISSION OF A TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPLICATION TO THE KENTUCKY TRANSPORTATION CABINET FOR THE WATER BRIDGE LINKING THE LICKING RIVER GREENWAY TRAIL IN COVINGTON TO WILDER, KENTUCKY.

**MOTION** of Commissioner Eilerman, seconded by Commissioner Huizenga.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

**ACCEPT BID** – Two requests for bids were published and Overhead Door was the only respondent. It is recommended that the City accept the bid from Overhead Door to ensure proper annual inspections and maintenance services for the Fire, Police, and Public Improvements' facilities.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-294-15**

AN ORDER/RESOLUTION ACCEPTING THE BID OF OVERHEAD DOOR COMPANY OF GREATER CINCINNATI FOR GARAGE DOOR MAINTENANCE SERVICES, AND REJECTING ALL OTHER BIDS, AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH OVERHEAD DOOR COMPANY OF GREATER CINCINNATI IN AN ANNUAL AMOUNT OF \$5,475.00, PAYABLE FROM GENERAL FUND.

**MOTION** of Commissioner Eilerman, seconded by Commissioner Huizenga.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

**REQUEST FOR BIDS** – Annual inspections for all City-owned and maintained facilities include fire extinguishers, fire alarm panels, sprinklers/standpipe systems, and alarm monitoring.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-295-15**

AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR BIDS FOR SAFETY EQUIPMENT MAINTENANCE SERVICES.

**MOTION** of Commissioner Eilerman, seconded by Commissioner Wells.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

**REQUEST FOR BIDS** – At present, the City contracts with three different vendors to perform annual inspections at each of its three public parking garages. Staff would solicit bids for all three garages to be serviced by a single vendor.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-296-15**

AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR BIDS FOR ELEVATOR MAINTENANCE SERVICES.

**MOTION** of Commissioner Wells, seconded by Commissioner Eilerman.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

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**OFFICE FURNITURE DONATION** – The FBI recently moved their offices and contacted the Police Department donating furniture that they will no longer be using.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-297-15**

AN ORDER/RESOLUTION ACCEPTING THE DONATION OF OFFICE FURNITURE TO THE COVINGTON POLICE DEPARTMENT FROM THE FEDERAL BUREAU OF INVESTIGATION.

**MOTION** of Commissioner Eilerman, seconded by Commissioner Huizenga.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

**SURPLUS PROPERTY** – With the donation of furniture from the FBI, the Police Department has old furniture that will no longer be used and must be surplussed.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-298-15**

AN ORDER/RESOLUTION DECLARING CERTAIN CITY PROPERTY AS SURPLUS AND AUTHORIZING ITS SALE AND DISPOSITION PURSUANT TO KRS §§ 82.083 AND 45A.425.

**MOTION** of Commissioner Frank, seconded by Commissioner Wells.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

**JOB RESPONSIBILITIES** – With the recent departure of two attorneys, the Legal Department has re-organized to accommodate the responsibilities and job tasks that must be addressed in providing representation for the Commission, City management, various City boards, union negotiations, litigation, contracts and various other legal matters. Mr. Mike Bartlett will be joining the Legal team and both he and Mr. Warner will be handling many of the City's legal tasks.

**COMMISSIONERS' ORDER/RESOLUTION NO. O/R-299-15**

AN ORDER/RESOLUTION ASSIGNING ASSISTANT CITY SOLICITOR DONALD L. WARNER, III ADDITIONAL JOB RESPONSIBILITIES AND ADJUSTING HIS SALARY EFFECTIVE SEPTEMBER 1, 2015.

**MOTION** of Commissioner Wells, seconded by Commissioner Frank.  
Passed. 5 Yeas. Commissioners Eilerman, Frank, Huizenga, Wells, and Mayor Carran.

**PRESENTATIONS**

- CURB'D Project Proposal from Peoples Liberty – Katie Meyer, Renaissance Manager. Peoples Liberty has proposed a parklet project in Covington. This fully funded proposal will allow businesses in downtown and MainStrasse to compete for the opportunity to build a miniature park in a parking spot in front of this business.
- TIF Update – Larisa Sims, Assistant City Manager. A background and current update of the Tax Increment Financing District was presented to Commission.

**ADJOURNMENT**

Mayor Carran adjourned the meeting at 8:10 p.m.

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/s/ Sherry Carran  
MAYOR

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ATTEST:

/s/ Margaret M. Nyhan  
CITY CLERK

APPROVED: October 6, 2015